EIS 3400 - ERROR REPORTING
REVISED 10/01/02 - CHANGE NO. 02-03

I.   **GENERAL INFORMATION**

The Eligibility Information System (EIS) is designed to edit for errors that occur when keying computer input documents and during the nightly update. When incorrect data is keyed, the system displays an error message with both a numeric code and an English text message on the screen. If more than one error is detected during the keying process, the system displays up to 19 numeric error codes at the bottom of the screen, but only the English text error message for the first code listed. The error screen at the end of the DSS-8125 displays all error numbers and text error messages.

There are two types of errors within the on-line editing system: common edit errors and program specific errors. The system edits for common errors first. When these errors are corrected, the system edits for program specific errors. All common level errors must be corrected before the system edits for program specifics. All errors must be corrected before the system processes the form.

II. **COMMON EDIT ERRORS**

These types of errors are common to all aid program/categories based on the function being performed. The following are some examples of common edit errors:

A.   Address Line 2 cannot be entered unless Address Line 1 is present.

B.   Date of Birth must be 01-12 for month, 01-31 for day, and not be more days than allowed for the month.

C.   February 29 allowed only in leap years.

III. **PROGRAM SPECIFIC EDIT ERRORS**

These types of errors are specific to regulations of a particular aid program/category based on the function being performed. The following are some examples of program specific edits:

A.   Individual must be age 65 or older for the M-AA program.

B.   A-AF must have payment review period entered.

IV.   CORRECTING ERRORS

When EIS detects an error, the form does not process. The system rejects the form. If a form(s) is rejected during the nightly update, the error(s) is listed on the Error and Attention Report which is available daily in X/PTR. The form does not process until you resolve the errors. You must correct the error(s) as soon as possible. Follow your county procedures for resolving errors.

V.   DSS-8125/8126 INQUIRY

You may use this inquiry function to view a DSS-8125/8126 form placed on hold with errors. Refer to EIS 1052 for DSS-8125/8126 Inquiry instructions.